



Town of Hopkinton, NH

Office of the Select Board

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SELECT BOARD PUBLIC MEETING MINUTES MONDAY, OCTOBER 27, 2014 APPROVED NOVEMBER 3, 2014

Jim O'Brien, Chairman, called this regular meeting of the Select Board to order at 5:33 p.m. on Monday, October 27, 2014, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board. Sue Strickford led the Pledge of Allegiance.

Members Present: Jim O'Brien, George Langwasser, Sara Persechino, Ken Traum and Sue B. Strickford

Staff Present: Neal Cass, Town Administrator; and Robin Buchanan, Administrative Assessing Assistant, Donna Dunlop, Deb Gallant, Karen Robertson, Marilyn Bresaw, Barry Needleman, Chuck Gangel, Don Lane, Christine Hamm, Susan Lawless and Jed Merrow

Public Present: Ken Wilkens and Janet Krzyzaniak

II. ADMINISTRATIVE

Consent Agenda

Board members reviewed documents for signature and approved unanimously (5-0) the Consent Agenda, taking the following action on motion made by Mr. Langwasser and seconded by Mrs. Strickford.

| Item | Date | Action | Comments |
|---------------------------|----------|----------|----------------------------------|
| Accounts Payable Manifest | 10-27-14 | Approved | 1,234,431.73 |
| Payroll Manifest | 10-27-14 | Approved | 656.14 |
| Building Permit | 10-27-17 | Approved | Kupper temp shed 218-4 |
| Building Permit | 10-27-14 | Approved | Custom Pools 250-29.1 |
| Current Use Application | 10-27-14 | Approved | Bradstreet 240-32 |
| Intent to Cut | 10-27-14 | Approved | Martin 240-52 |
| Intent to Cut | 10-27-14 | Approved | S&M Forest Trust 256-17 |
| Thank you | 10-27-14 | Approved | Merle Dustin |
| Thank you | 10-27-14 | Approved | Janet Krzyzaniak |
| Thank you | 10-27-14 | Approved | Chris Lawless |
| Thank you | 10-27-14 | Approved | Allita Paine |
| Thank you | 10-27-14 | Approved | Tom & Mary Congoran |
| Thank you | 10-27-14 | Approved | Thomas & Joyce Andrews |
| Thank you | 10-27-14 | Approved | Louise & Bryon Carr |
| Thank you | 10-27-14 | Approved | Michael Strack & Mary Leadbeater |

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|--------------------------|----------|----------|-----------------------|
| Thank you | 10-27-14 | Approved | Leland & Betsy Wilder |
| Thank you | 10-27-14 | Approved | Melissa & Glenn Smart |
| Request for Disbursement | 10-27-14 | Approved | Franklin Saving Bank |

Approval of Minutes

The Board reviewed the public meeting minutes of October 20, 2014. Mr. Traum made a motion; seconded by Mrs. Persechino, to approve the public meeting minutes as presented, of October 20, 2014.

VOTE: O'Brien, Langwasser, Persechino, Traum and Strickford voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

The Board reviewed the non-public meeting minutes of October 20, 2014. Mr. Langwasser made a motion; seconded by Mrs. Persechino, to approve the non-public meeting minutes as presented, of October 20, 2014.

VOTE: O'Brien, Langwasser, Persechino, Traum and Strickford voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

IV. PUBLIC APPOINTMENTS

Budget Overview: Mr. Cass gave a short power point presentation of the budget for 2015. He stated the operating budgets have small changes; however, the following are driving the budget up: Insurance, Retirement, Workers' Compensation, Landfill Engineering and the Fire Station Debt Payment. He also stated changes in IT Services Contract, Legal, Merit Wage Pool, Cemeteries, Police Staffing (down), Ambulance Overtime, Highway Shim & Paving; Highway Engineering; and Sestercentennial. New items requested for this year are: Additional full time person for Building and Grounds, Conservation Commission, new spreader building, and an aeravator roller. Mr. Cass stated we have cut back the operating budget so much there is nothing left to cut. He further stated it has become what can we afford and what we can't afford not to do.

Library: Donna Dunlop and Barry Needleman presented the Budget for the Library for 2015. Mrs. Dunlop informed those present that Nancy Raymond's husband passed away over the weekend. Mrs. Dunlop stated there are few changes in the budget. She noted that TDS informed her that the Library will no longer be receiving free Internet; therefore, the cost is in the budget for 2015. She also stated the Library has been very conscious of conserving heating fuel; however, the Library is replacing the 1 old boiler with 2 new more efficient boilers. She also noted the replacement of the boiler is being done 2 years before it was originally anticipated.

Planning and Zoning: Karen Robertson presented the budget for Planning and Zoning. She stated there is a 1.9% increase (\$1,251.00) in this year's budget. She went over line items that would be increasing. She also stated many expenses are off-set by fees. She further noted that revenues are slightly down from last year.

Town Clerk/Tax Collector: Chuck Gangel presented the Town Clerk/Tax Collector Budget for 2015. Mr. Gangel stated there are not many changes for 2015. A discussion ensued with regards to dog registrations, number of elections for 2015 and how that is funded.

Cemetery Trustees: Christine Hamm, Susan Lawless and Don Lane presented the 2015 Cemetery Budget. A discussion ensued with regards to the interest that has accumulated in the perpetual care Trust account and how that money can be used. Ms. Hamm stated maintenance has been postponed for so long that it has caught up to us. She would like to use some of the interest for grave restoration, removal of trees, etc.; however, she does not want to set a precedent of using the Trust interest. The Trustees are not in agreement about the definition of perpetual care and what constitutes perpetual care. Discussion ensued, with regards to the cost for turning off the water at the cemeteries every fall and turned back on in the spring.

Conservation Commission: Jed Merrow stated the Conservation Commission receives it money from the Land Use Change Tax, when property is removed from Current Use. He further stated that the Commission receives 35% of the Land Use Change Tax. He stated the Commission has requested money from the town for 2015 for supplies, camp scholarship, dues, workshops and copying in the amount of \$1,500.00. The Commission would use the money from the Land Use Change Tax for land acquisitions. In 2014, all expenses were paid for through the Conservation Commission Funds, not the Town Budget.

Finance: Deb Gallant presented her budget for Finance. She stated there are small increases in line items; however, she has requested less in other line items. She noted a new line item for 2015 will be for fees that are associated with the bank accounts.

Human Services: Marilyn Bresaw presented the budget for Human Services. She noted an increase in her travel line as she is on the Executive Board for Welfare and she travels to many meetings. Discussion ensued with regards to the fuel line item. Mr. Traum inquired if we receive fuel for clients at the town rate. Mrs. Bresaw stated we did last year; however we have a new supplier for this year. She further stated it is listed in the contract. Mrs. Bresaw stated as the weather changes there will be changes in demand. It was also noted that the housing expense line is large. Mrs. Bresaw stated it can be expensive helping a family that is homeless or on the verge of becoming homeless.

Executive, Assessing, Personnel: Mr. Cass stated currently revenue is down slightly. He also noted that this year the Town sold 3 lots. Printing costs will decrease slightly as every year we decrease the amount of Town Reports printed. With regards to IT services, Mr. Cass stated all machines are up to date; there will be an increase in the contract, but he has not received it yet. With regards to Assessing, tax maps will need to be updated, Sansoucy's contract will be going up. He further stated the merit wage pool is shown at 3% increase. The Rescue Squad, Community Action remains the same. There will be an increase in Patriotic Purposes for the Sestercentennial. This line item also included band concerts. It was noted that Economic Development is requesting \$2,000.00.

Chairman O'Brien thanked Mr. Cass and Mrs. Gallant for getting all the figures together for tonight's meeting. Chairman O'Brien stated areas that will be up for discussion will be the Cemetery Trustees request to use some of the interest in the Trust; mowing of the cemeteries; the election line item in the Town Clerk/Tax Collector budget and Conservation Commission request for funds.

IV. NEW BUSINESS

Cedar Street Project: Mr. Cass stated that he and John Thayer opened the bids for the Cedar Street drainage project and they are as follows:

| | |
|----------------------|--------------|
| David W. White & Son | \$ 69,373.50 |
| MA Bean Associates | \$ 68,272.50 |
| Morrelo Construction | \$ 78,490.00 |
| Viking Excavation | \$130,519.00 |

The low bidder was MA Bean Associates. Mr. Cass stated the project bid price was lower than expected and he would like to know if the Board would like to see how much further MA Bean can go on the project with the remainder of the flood money. A discussion ensued with regards to getting references and the process of the bidding. Mr. Cass also stated that weather could affect how much work is completed.

Chairman O'Brien made a motion to award the bid for the Cedar Street drainage project to MA Bean Associates in the amount of \$68,272.50 as low bidder. Mr. Traum seconded the motion.

VOTE: O'Brien, Langwasser, Persechino, Traum and Strickford voting in favor of the motion; no votes against; **MOTION APPROVED 5-0.**

The Board agreed to use the remainder of the flood money on the Cedar Street project depending upon how much more work can be done.

Election Coverage: The Board agreed to be at the polls on Tuesday, November 4, 2014 during the following times:

Jim O'Brien: all day
Sara Persechino: 9:00-11:00am; 1:00 to 5:00 pm
Ken Traum: from noon on
George Langwasser: all day, outside
Sue Strickford: only part of the day

Snowmobile Trail: Mr. Cass stated a member of the snowmobile club spoke with him about moving the trail for the upcoming winter due, to the Fire Station construction. After some discussion, Mr. Cass will be doing more research.

VI. PUBLIC FORUM

Janet Krzyzaniak stated that the front of the Senior Center needs to be power washed. She inquired if Don Houston would be meeting with the Board regarding his letter about taxes. The Board stated they had received the letter; however, were not planning on meeting with him. Mrs. Krzyzaniak stated Mr. Houston would be discussing it with the Budget Committee.

Mr. Traum inquired if Mr. Cass had heard from STRS regarding the sidewalk by Maple Street. Mr. Cass stated nothing yet.

Mrs. Persechino inquired if the driver feedback signs would be on at all times or just during school?

NON-PUBLIC SESSION I-RSA 91-A: 3 IV (e) Legal

Mrs. Persechino moved to go into a non-public session regarding a legal issue under the provisions of Nonpublic Session RSA 91-A: 3 II (e). Mr. Langwasser seconded the motion.

VOTE: Select Board Members Langwasser, Persechino, Traum, Strickford, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:45 p.m. The Board returned to public session at 8:58 p.m.

Vote to seal nonpublic minutes:

Mr. Langwasser moved to seal the minutes of the just completed nonpublic session indefinitely. Mrs. Persechino seconded the motion.

VOTE: Select Board Members Langwasser, Persechino, Traum, Strickford, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5–0).

NON-PUBLIC SESSION II-RSA 91-A: 3 IV (a) Personnel

Mrs. Persechino moved to go into a non-public session regarding a Personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mr. Langwasser seconded the motion.

VOTE: Select Board Members Langwasser, Persechino, Traum, Strickford, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5–0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:58 p.m. The Board returned to public session at 9:15 p.m.

Vote to seal nonpublic minutes:

Mr. Langwasser moved to seal the minutes of the just completed nonpublic session indefinitely. Mrs. Persechino seconded the motion.

VOTE: Select Board Members Langwasser, Persechino, Traum, Strickford, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (5–0).

ADJOURNMENT

There being no further business, motion by Mrs. Strickford, seconded by Mr. Traum to adjourn the meeting. Vote 5-0 in favor of the motion. The meeting adjourned at 9:15 p.m.

Respectfully submitted,
Robin Buchanan
Administrative Assessing Assistant